

HANDLE LOCAL ESTIMATED PAYMENTS

Effective Date

01/29/2016

Overview

The local estimated payment process provides information and procedures for submitting Local Estimated Payment information to TAX by electronic means or by sending paper vouchers.

Estimated payments are received in the locality accompanied by Form 760ES, *Virginia Estimated Income Tax Payment Voucher for Individuals, Estates and Trusts*. Localities update their records or prepare a Form 559, Memorandum of Assessment, prepare a Deposit Certificate (Treasury Form 800), and deposit the payments. The Locality then sends payment information to TAX so that each customer's account may be credited with the proper payment amount. The preferred method to submit the estimated payment information to TAX is electronically via EESMC (External Entity Secure Messaging Center). However, the Locality may forward the paper estimated payment vouchers to TAX for processing if unable to perform the electronic submission.

Local Treasurers should submit estimated payment information on a weekly basis to ensure that all estimated payments are posted before the tax return claiming the payments is processed.

Each Locality is responsible for handling local estimated payments that are made by a check that is bad, deposited by the Treasurer, and returned by the bank.

Tasks

[Correct and Resubmit Rejected Local Estimated Payment Information to TAX - Electronic Submission](#)

[Prepare Form 559, Memorandum of Assessment for Local Estimated Payments](#)

[Receive, Screen and Sort Forms 760ES](#)

[Submit Local Estimated Payment Information to TAX - Electronic Submission](#)

[Submit Local Estimated Payment Information to TAX - Paper Submission](#)

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